



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

FIRE DIVISION CHIEF-FIRE MARSHAL

\$4,125.66 - \$4,331.94 - \$4,548.53 - \$4,775.96 - \$5,014.75
(Bi-Weekly Salary)

Final Filing Date: Friday, October 28th, 2016, by 5:00 p.m.

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply.

The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Fire Division Chief-Fire Marshal classification or similar classifications.

Position: Under general direction of the Fire Chief, the Fire Division Chief – (Fire Prevention Bureau) plans, directs and manages regulatory services and programs related to fire prevention, municipal code enforcement, hazardous materials and emergency preparedness. This position wears a uniform and requires work on evenings, weekends, holidays, and under hazardous conditions.

This position is designated as at will, serving at the pleasure of the Fire Chief, and is subject to discharge without cause and the right of appeal.

Qualifications: Any combination of the equivalent experience and training demonstrating the required knowledge, skills, and abilities may be substituted for consideration and qualification.

Experience: Eight (8) years of increasingly responsible experience in an agency providing a full range of urban fire protection and prevention services including two (2) years of management and administrative responsibility at the level of Administrative Captain.

Education: Equivalent to an Associate's Degree from an accredited College or University with major course work in Fire Science, Emergency and Disaster Management, Public Administration, or a related field. A Bachelor's Degree is highly desirable.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Possession of the following certificates are highly desirable; Hazardous Materials First Responder Incident Command Certificate, Chief Officer, and a valid Emergency Medical Technician Certificate. The completion of PC 832 is highly desirable prior to appointment and required within 12 months of appointment.

Physical and Other Requirements: Applicant must possess the strength, stamina and physical ability necessary to perform the essential functions of a Hollister Firefighter, including the rigorous activities associated with emergency operations.

Complete and submit attached Supplemental Questionnaire and Staff Report by the final filing date. See attachments for instructions for both documents.

Examples of Duties: Responsibilities and duties may include, but are not limited to, the following:

Plans, directs, develops and manages comprehensive programs relating to fire prevention, municipal code enforcement, hazardous materials and oversight of city emergency preparedness activities falling within the Division.

Develops, implements and monitors policies, goals, objectives and priorities in compliance with governing laws, regulations and standards. Establishes strategies for long-term direction of Division's programs, services and activities; develops and implements appropriate procedural methods, practices and processes to accomplish short and long-term goals; guides staff by defining standards and principles of operations. Coordinates the activities of the Division with other City, state and federal agencies.

Prepares for adoption of the latest edition of state codes with local amendments. Recommends changes in or additions to ordinances and regulations as required. Keeps abreast of new construction and codes and participates in the City's development process. Keeps current on new methods and materials and their effects on existing laws.

Communicates and confers with a variety of community organizations, agencies and the general public regarding the Division's programs and projects, eliciting opinions and relevant feedback, answering questions and addressing concerns, facilitating productive discussions and representing the City in a positive and effective manner.

Makes presentations before the City Council, city committees, boards and other entities on matters related to fire prevention, hazardous materials and/or oversight of the city's emergency preparedness programs. Meets with architects, engineers, contractors, consultants and others involved in development, construction and site remediation, which affect the Division. Evaluates existing fire and hazardous materials conditions and federal, state and local codes applicable, recommending policies, procedures and ordinance revisions as necessary.

Develops and prepares budget information and recommendations for the Division. Prepares estimates and data consistent with the City's budgeting format and process, and monitors the Division's actual expenditures and revenues on an on-going basis, making adjustments as necessary.

Reviews, analyzes and evaluates a variety of narrative, technical and statistical data and feedback regarding the Division's programs, services and activities to monitor success in terms of utilization, citizen satisfaction, cost effectiveness, and overall effectiveness. Initiates and directs necessary changes and modifications to current services as well as updating future planning and projections accordingly.

Plans and manages the proper allocation and utilization of the Division's personnel, projecting the future staffing needs. Administers and carries out the City's personnel management policies and procedures in selecting, training, evaluating and disciplining employees and all other personnel related processes.

Responds to, and functions in an appropriate position within the Incident Command System at significant emergency incidents such as fires, hazardous materials events, severe weather and other emergencies and rescue operations.

Manages the Department's fire cause investigation program and directs staff in the investigation of fire, hazardous materials and other emergencies. Coordinates investigative activities with appropriate law enforcement and regulatory agencies.

Manages the City of Hollister's Department of Municipal Code Enforcement and directs staff in the education and enforcement of the City Municipal Code. Coordinates enforcement programs and assignments with appropriate law enforcement and public works agencies.

Performs related duties as assigned and may serve as Acting Fire Chief in the absence of the Fire Chief.

How to Apply: A City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, Ph: (831)636-4300 ext. 24. **Applications must be received in the Human Resources Office by 5:00 p.m. on Friday, October 28th, 2016.** Copies may be downloaded from the City website address: www.hollister.ca.gov. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates will be placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a physical, drug screen, background and fingerprints.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of a variety of medical plans offered through CalPERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 3% at Age 55. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2.7% @ Age 57 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

Administrative Leave: 80 hours

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$100,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon assignment.

Deferred Compensation: Optional Voluntary 457 and Roth Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: August 1, 2016